

Appointment of a Public Member to the Administrative Penalty Tribunal

Date: April 16, 2026

To: Nominating Panel - Administrative Penalty Tribunal

From: City Clerk

Wards: All

REASON FOR CONFIDENTIAL INFORMATION

This report deals with personal matters about identifiable individuals who are being considered for appointment to the Administrative Penalty Tribunal.

SUMMARY

The Nominating Panel – Administrative Penalty Tribunal will recommend one candidate to City Council for appointment to the Administrative Penalty Tribunal from the list of candidates interviewed at the April 7 and 9, 2026, Nominating Panel - Administrative Penalty Tribunal meeting, to replace a previously recommended candidate who withdrew their candidacy on April 14, 2026.

RECOMMENDATIONS

The City Clerk recommends that:

1. The Nominating Panel – Administrative Penalty Tribunal recommend one public member from among the candidates it interviewed at its April 7 and 9, 2026, meeting to City Council for appointment to the Administrative Penalty Tribunal for a term of office ending April 25, 2030, and until a successor is appointed.
2. The Nominating Panel - Administrative Penalty Tribunal direct that Confidential Attachments 1a, 1b, and 2-3 remain confidential in their entirety as they relate to personal matters about identifiable individuals being considered for appointment to the Administrative Penalty Tribunal.

FINANCIAL IMPACT

There are no financial implications arising from this report.

DECISION HISTORY

At its meeting held on April 7 and 9, 2026, the Nominating Panel - Administrative Penalty Tribunal recommended that City Council appoint 13 public members, including one as Chair, to the Administrative Penalty Tribunal for a term of office ending on April 25, 2030, and until successors are appointed:

<https://secure.toronto.ca/council/agenda-item.do?item=2026.NM5.1>

At its meeting held on March 13, 2026, the Nominating Panel - Administrative Penalty Tribunal shortlisted 26 candidates to interview at their next meeting:

<https://secure.toronto.ca/council/agenda-item.do?item=2026.NM4.1>

At its meeting held on December 16 and 17, 2025, City Council established a Vice Chair position for the Administrative Penalty Tribunal from one of the 25 public member positions appointed by City Council and required the Vice-Chair to be selected by the members of the Administrative Penalty Tribunal:

<https://secure.toronto.ca/council/agenda-item.do?item=2025.EX28.17>

At its meeting held on December 13, 14, and 15, 2023, City Council appointed 13 members of the public, to the Administrative Penalty Tribunal, for a term of office ending on December 15, 2027, and until successors are appointed:

<https://secure.toronto.ca/council/agenda-item.do?item=2023.CC13.4>

COMMENTS

Composition of the Administrative Penalty Tribunal

The Administrative Penalty Tribunal (APT) consists of 25 public members who serve as Hearing Officers. One member is appointed as Chair by City Council and one member is selected as Vice-Chair by the APT members.

There is currently one position under consideration

There is currently one position under consideration due to candidate APT2-449 having withdrawn from consideration on April 14, 2026. Candidate APT2-449 was recommended for appointment at the April 7 and 9, 2026 meeting of the Nominating Panel - Administrative Penalty Tribunal.

Term of office

The term of office for public members is four years. The new appointee will be appointed for a term of office ending on April 25, 2030, and until a successor is appointed.

Members must meet certain qualifications

The APT's members should collectively have the following skills, experience, and expertise:

- Experience in adjudication and mediation;
- Knowledge and/or experience with the City of Toronto's traffic and parking By-laws;
- Excellent listening skills and the ability to analyze complex information received;
- Sound judgement, tact, fairness, and decorum;
- Ability to write clearly and concisely;
- Demonstrated high ethical standards and integrity;
- Ability to work under pressure to ensure timely hearing decisions; and/or
- Respect for access to justice, diversity, and accommodation.

Members must satisfy certain eligibility requirements

In addition to the general eligibility requirements set out in the Public Appointments Policy, members of the APT must meet the following criteria:

- Cannot be former Members of Council who served in the immediately preceding term of City Council;
- Cannot act as agents for applicants before the Administrative Penalty Tribunal and other City tribunals and would be required to resign from the tribunal before doing so; and/or
- Cannot act as agents for applicants or individuals appearing in Provincial Offences Court.

Shortlisted candidates wrote an assignment and were interviewed

Candidates completed an assignment related to the roles and responsibilities of Administrative Penalty Tribunal members. The Nominating Panel - Administrative Penalty Tribunal members were provided with the test results during the interview.

Members receive remuneration

Public members, including the Chair and Vice-Chair, receive a full-day per diem of \$460 and half-day (3.5 hours or less) per diem of \$275 for attendance at hearings, business meetings, or training sessions.

In addition, members receive an annual stipend pro-rated from the time of appointment. The Chair receives an annual stipend of \$25,000, the Vice-Chair receives an annual stipend of \$6,250 and public members receive an annual stipend of \$1,500.

Public Appointments staff have consulted with Court Services

In preparation for this process, Public Appointments staff consulted with Court Services. In addition to the council approved qualifications, it was suggested that candidates who can conduct hearings via Web or Teleconferencing platforms and who are comfortable utilizing Microsoft 365 software, databases, and information management systems would be an asset to the tribunal.

Public release of the name of the recommended candidate

The name and biography of the recommended candidate will be publicly reported once the Nominating Panel - Administrative Penalty Tribunal forwards its recommendation to City Council.

CONTACT

Robyn Summers, Manager, Public Appointments, City Clerk's Office, 416-338-1911, Robyn.Summers@toronto.ca

SIGNATURE

John D. Elvidge
City Clerk

ATTACHMENTS

Confidential Attachment 1a - List of Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Administrative Penalty Tribunal

Confidential Attachment 1b - List of Ineligible Candidates, Qualifications, Confidential Diversity Information Summary, and Applications for Appointment to the Administrative Penalty Tribunal

Confidential Attachment 2 – Diversity Information Summary for Current Public Members of the Administrative Penalty Tribunal

Confidential Attachment 3 - Administrative Penalty Tribunal - Completed Assignments from Applicants Selected for Interview